

PCS-M73-035

18 May 1973

MEMORANDUM FOR: Executive Assistant, OC

SUBJECT : Committee to Study ADP Applications for
OC Management Information

REFERENCE : OC Notice 29-73

1. The attached is a listing of reports and other data presently being received for which OC-P will have a continuing need. The listing also indicates the source of the material and the staff or division with input responsibility if machine printout is involved.

2. OC-P data requirements are related to program/budget submissions, management statistics compilation or NON-OC generated Agency requirements. This staff is not the ultimate source of any OC data requirements now in existence.

3. We believe that the message handling and related reports in the attachment can be readily automated as a fall-out of a message unit costing system. Most other reports in the attachment are also candidates for automation in any general management automated information system.

4. [REDACTED] is the designated OC-P representative to the committee created by the reference.

[REDACTED]
Chief, Program Coordination Staff, OC

Att
As Stated

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REPORTS & OTHER DATA REQUIRED BY OC-P

From SCD:

1. Staff Communications Data:

- a. Message count by month and fiscal year.
- b. By individual agencies [REDACTED].
- c. By OC areas.
- d. By DD/O areas.
- e. By Headquarters Signal Center.
- f. By load in CIA Communications network.

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4. Quarterly status report of leased line expenditure by station and type of lease.

From OC-CS:

1. Report of registered cryptographic equipment in use.

From OC-CMS:

1. Annual statistics of internal non-communications training for OC personnel by course category.
2. DTO for all external training for OC personnel.
3. Annual report of communications training for OC personnel by course category.
4. Annual report of communications training at [REDACTED] for non-OC personnel by course category.

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E 2 IMPDET
CL By 004738

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From OC-A:

1. Monthly report of hours of overtime expended by OC areas, OSG and Headquarters elements.
2. Ceiling strength report.
3. OC personnel position report on programmatic basis for collection and communications; also by organizational component.
4. Report of average employment by OC component.

From DD/M&S (SIPS):

1. Monthly financial trend report (input, by OC-A/B&F).
2. Monthly financial deviation report.
3. Monthly report of dollar amount reprogrammed each month and the cumulative totals by fan account.
4. Budget worksheets for use in preparation of (a) program execution; (b) Office Estimate and Congressional Budget; and (c) new FY program.
5. Machine printout of forecast obligation rates by fan account (48 fans). Rates obtained from fan managers and compiled/submitted by OC-P.
6. Report of inventory of all OC ADP equipment and systems by dollar value and location input by OC-P.
7. Annual, or when changes made, report of ADP resources by (a) position, (b) man-years, and (c) dollar costs. Input by OC-P.

Miscellaneous Requirements:

- II 1. Extract from OC area quarterly reports (admin portion) number of TDY man-days by month and job specialty.
- II 2. Annually from all OC staffs, divisions and OSG manager, O/S TDY man-days by month and job specialty.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

OC-EXA

EXTENSION

6628

NO.

DATE

7 May 1973

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

DC-EX A.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

J

The attached draft notice explains the purpose of our 8 May meeting. As a minimum, I hope we can coordinate the notice, establish the committee membership and begin identifying requirements.

Mgmt
Unachieved
Engineering/Technical
Custom

1-2: The 'cept 1
wonder if the "price tag
on traffic" is a good example
to use for establishment of the
committee?
JFK.

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OC ADP APPLICATIONS COMMITTEE

AGENDA

FIRST MEETING

8 May 1973 1300 Hours

- | | | |
|-----|--|-------|
| I | INTRODUCTORY REMARKS - [REDACTED] | 25X1A |
| II | Briefing on FRASA Program - [REDACTED] | 25X1A |
| III | New Business | |
| | a. Draft OC Notice | |
| | b. Committee Representation | |
| | c. Tasking | |

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OC NOTICE No. _____

SUBJECT: Committee to Study ADP Applications for OC
Management Information

1. The new look in Agency management dictates new philosophies, new concepts and new ways of doing things. One area into which OC must move is the greater use of ADP (especially on-line) for processing management information. For example, we have for many years resisted the idea of putting a price tag on our staff traffic. We are changing this philosophy now and actively pursuing ways to identify the cost of handling messages and eventually have in mind identifying to our customers what their traffic costs the taxpayer. There are other obvious areas where modern on-line ADP techniques can be used to improve OC management decision making.

2. A committee of senior officers is hereby created to study this problem and to make recommendations to the Director of Communications. As a minimum, the committee should give indepth consideration to:

- a. Requirements for Automatic Data Processing of management information, both on-line and off-line.
- b. Developing a systems concept for applying on-line ADP to the OC management function.
- c. Submitting documentation relating to:

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(1) A prioritized list of specific tasks, functions and reports to be automated.

(2) Human resources required to develop the system.

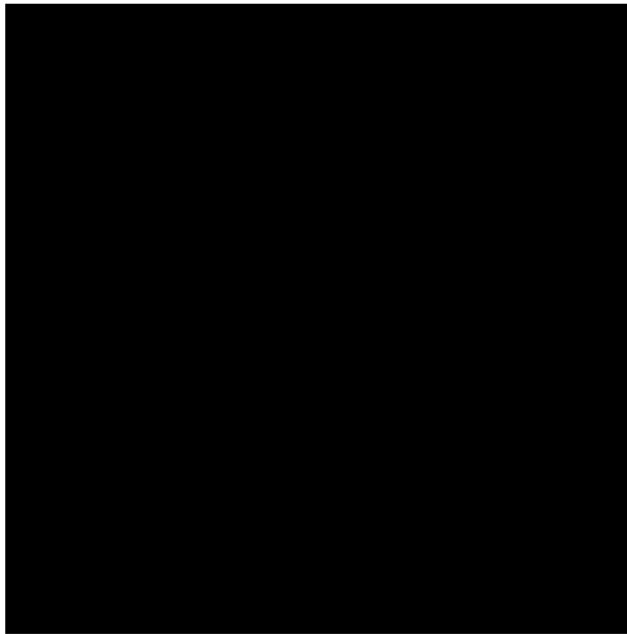
(3) Types and locations of input/output devices for accessing the data base.

(4) A user training program.

(5) A development and implementation schedule.

3. The committee is composed of:

EXA -
OPS -
SCD -
SPD -
CCD -
DO -
PCS -
CMS -
ADM -
CS -



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Director of Communications

Distribution: 2

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